

3 FAH-1 H-3200 ALLOWANCES

3 FAH-1 H-3210 ALLOWANCES

This subchapter contains procedures and guidelines which implement the regulations published in subchapter 3 FAM 3210 and Chapters STR 001 through STR 800 of the *Standardized Regulations* and should be read in conjunction with those publications.

3 FAH-1 H-3211 APPLICATION FOR ALLOWANCES

3 FAH-1 H-3211.1 When to File

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

A new SF-1190, Foreign Allowances Application, Grant and Report, should be submitted to the principal or administrative officer as of:

a. The date of any change in:

(1) Family status, including arrival or departure of dependents affecting the amount of any allowance payable;

(2) Salary or personnel classification affecting the amount of any allowance payable, except that a new form will not be required when the amount of a post allowance is changed owing to promotion, a within-class increase, or a pay act salary adjustment for all employees;

(3) Daily rate of expenses for temporary lodging;

b. The date of classification of the post from "0" (zero) to a higher classification for post allowances (changes to a lower classification will be effected without a new SF-1190);

c. The date of other changes affecting eligibility to receive allowances or requiring revision or termination as provided by the *Standardized Regulations*, except when a living quarters rate is revised (see section 3 FAH-1 H-3211.4 and section STR 77.31 of the *Standardized Regulations*); and

d. Such other dates as the authorizing officer of State, USAID, USIA, Foreign Service Corps-USDA or Commerce may require.

3 FAH-1 H-3211.2 Examination and Review of Applications

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

The following officers are responsible for a careful examination of completed SF-1190's, for ascertaining that estimates of expenses are based on actual costs, and for correctness of the information on the form:

State & Foreign Service Corps-USDA Officer	Principal or Administrative Officer
USAID	Mission Directors or their designees
USIA	Head of overseas establishment
Commerce	Head of overseas establishment.

3 FAH-1 H-3211.2-1 Constituent posts

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

The responsible officer, or their designee, should sign in box 28 of the SF-1190.

3 FAH-1 H-3211.2-2 Principal Posts

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

A reviewing officer may sign in box 28 if required by the authorizing officer.

3 FAH-1 H-3211.2-3 Receipts

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

Any receipts and other supporting evidence of expenditures that may be requested are to be returned to the member after examination of the application.

3 FAH-1 H-3211.3 Disposition of Applications

3 FAH-1 H-3211.3-1 Constituent Posts

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

The approved original SF-1190 is forwarded to the principal post for granting and/or paying of allowances. One copy is retained for post files.

3 FAH-1 H-3211.3-2 Principal Posts

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

Original SF-1190's received from constituent posts as well as those originated at the principal post are used to grant allowances.

3 FAH-1 H-3211.4 Authorization of Allowances at Post

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

a. The authorizing officer is only required to sign box 29 of the original SF-1190 to authorize payment of temporary lodging, living quarters, post, foreign transfer and education allowances to which an employee is entitled. All other copies of the form must contain the authorizing officer's name, title, and the statement "True Copy of the Signed Original."

b. Allowances granted remain in effect unless otherwise revised or terminated under regulations.

3 FAH-1 H-3211.5 Numbering of Grants at Posts

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

- The authorizing officer completes box 29 of the SF-1190.
- The principal post numbers the form in the upper right hand corner.

3 FAH-1 H-3211.5-1 The Grant Number

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

The grant number consists of:

- The servicing code. To obtain these codes see:

State	FM-I;
USAID	Geographic Code Handbook 18,
	appendix D;
USIA	Use "USIA";
Foreign Service	Use "AGR".
Corps-USDA	
- The fiscal year (last digit);and
- A serial number beginning with "1" each fiscal year.

3 FAH-1 H-3211.5-2 Amended Grants

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

Amended grants are given the same serial number as the original followed by the letter "A" to designate the first adjustment, "B" for the second, etc. For example, the first State grant issued at Rome in FY 1992 on SF-1190 would be numbered 250-2-1; the first amendment to that grant would be numbered 250-2-1A. The first USAID grant at Rome in FY 1992 would be 145-2-1 and the first amendment to that grant would be numbered 145-2-1A. The first USIA grant issued in any country in FY 1992 would be USIA-2-1 and the first amendment to that grant would be USIA-2-1A.

3 FAH-1 H-3211.6 Disposition of Grants At Post

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

When the SF-1190 serves as a grant, the original is forwarded to and retained at the office or post where allowance amounts are computed and processed for payment. Copies are not sent to Washington, except upon request. See section STR 072 of the Standardized Regulations.

3 FAH-1 H-3212 AUTHORITY FOR PERSONNEL OF OTHER GOVERNMENT AGENCIES

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

Allowances to employees of other Government agencies must be granted by the head of their agency or a person designated in writing by such head of agency to grant allowances. State authorizing officers (see 3 FAM 3211.2-1 B(1)) may be designated by the head of another agency to grant allowances to employees of the other agency, but without such written designation, the State authorizing officer may not grant such allowances.

3 FAH-1 H-3213 AUTHORIZATION OF ALLOWANCES IN WASHINGTON

(TL:POH-5, 3-11-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service Employees)

The SF-1190 is used by State, USAID, USIA, Foreign Service Corps-USDA, and Commerce to grant, revise, or terminate temporary lodging, living quarters, post, foreign transfer, education, and educational travel allowances in Washington.

3 FAH-1 H-3214 THROUGH H-3219 UNASSIGNED